

# CITY USER TRAINING

## *Getting Started in Needs Application*

### For NEW USERS

- Go to the SALT website at <http://www.dot.state.mn.us/stateaid/msas.html>
- Click on 'Needs Application' under **Application & Information** header.
- Click where it says 'here' to register.'
- Follow directions under the **New User Registration** page.
- You will then get an email message telling you that you have successfully registered and you will be notified when the account is approved.
- When approved, your 'user name' and 'password' will be provided to you in an email with the link to the Login page.

### Logging In and Viewing MSAS segment listings for your City

- Go to the SALT website at <http://www.dot.state.mn.us/stateaid/msas.html>
- Click on 'Needs Application' under **Application & Information** header.
- Enter 'User Name' and 'Password' which brings you to the Application homepage.
- To get to your Roadway Segments, on the green navigation bar across the top, hover over 'Needs Cycle', then hover over 'Needs Data' and then click on 'Roadway Segments'. (Note that City Engineers can view segments for all cities – but only make edits to their city/cities.)

### EXAMPLES OF TYPICAL EDITS FOR CITY USERS

#### Ex. #1: **Create a new segment.**

- Click 'Add New Roadway Segment'.
- Fill in required fields (required fields are denoted with an \*)
- Click 'Save' when finished. (Note that AADT is determined by the city for new designations. City user enters it. DSAE needs to concur.)
- If they choose, Users can click on 'Segment Report' for segment detail. This allows you to see in the Needs what a new, or an existing segment draws.

#### Ex. #2: **Copy a segment.** (This function is useful when the user wants to create a new segment that has similar attributes to an existing segment, or if the user would like to split up an existing segment.)

- Click on a segment from the segment listing and 'Copy' it. Make sure to enter a new 'Segment Number' to the new segment. Make any other desired changes and click 'Save'.
- Return to the 'Roadway Segments – List'. You will notice your new segment is now a part of the city's segment list.

#### Ex. #3: **Adding a signal leg**

- Click on segment. Change 'Existing Number of Signal Legs'. Click 'Save'.

Ex. #4: **Add a Box Culvert or a Bridge** (Box Culverts and Bridges are entered similarly.)

- Click on the segment that has a structure you'd like to input. Click on the 'Structures' tab, then click on 'Add New Structure' tab.
- To create a new **Box Culvert**. Fill in information. (Note: program needs to be enhanced to identify 'Culvert Width' as a required field.)
- Click 'Save' and click on 'Structure Money Needs' tab.

Please see note at bottom of the page for more information on Structure Needs.

Ex. #5: **Add a Railroad over MSAS Road** – (This structure requires DSAE approval.)

- Click on a segment and then click the 'Structures' tab, then the 'Add New Structure' tab.
- Create a new **Railroad over MSAS Road**. Enter information then click 'Save'.
- Now click the 'ATF Structure Data' tab if there has been project on this structure. (NOTE: this is the only Structure that is ATF and requires DSAE approval.)
- Click 'Add New ATF Structure Data'. Enter the information and then click 'Save'.  
(REHABILITATION will be 15 years, CONSTRUCTION/RECONSTRUCTION will be 35 years ATF.)
- See 'Structures List' to see new structure added to this segment.

Ex. #6: **Add a Railroad Crossing**

- Click on segment, then the 'RR Crossings' tab, then the 'Add New Railroad Crossing' tab.
- Select Railroad Name and fill out required fields. Click 'Save'.
- Click the 'ATF RR Data' tab, then click the 'Add New ATF RR data' tab.
- Fill out information and click 'Save'. (This will require DSAE approval.)

Ex. #7: **Add a new Citywide ATF Adjustment** (Either **Retaining Wall** or **ROW**. Note that these adjustments are citywide because they are not segment specific.)

- Hover over 'Needs Cycle', then 'Needs Data' and then click on 'Citywide ATF Adjustments'.
- Click 'Add New Citywide ATF Adjustment'.
- Enter data and click 'Save'. (For a Project Entered in 2015, First year of Adjustment is 2016.)

Once a City is finished updating their Needs: Hover over 'Needs Cycle', click on 'Submit City', and then click on 'Submit'. City is sent to District level and ready for DSAE review.

**For your reference, the following paragraph concerning Structure Needs comes from the most recent version of Municipal Screening Board Resolutions (2015):**

*The area in square feet used for Structure Needs (Bridges and Box Culverts) will be determined by multiplying the centerline length of the bridge, or the culvert width of the box culvert, times the Needs Width from the appropriate MSAS Urban ADT Group. This quantity will then be multiplied by the Municipal Screening Board Unit Price to determine the Structure Needs.*

*The Unit Price for Structures will be determined by using one-half of the approved unit cost provided by the MnDOT State Aid Bridge Office.*